

Job Aid:

Seller Administrator: Maintain and Add Users

This Job Aid shows how to:

- Maintain and add users

Of Special Note:

The Seller Administrator for each registered vendor in COMMBUYS must ensure that they assign the “Seller” role to at least one person in the organization. In order to do business in COMMBUYS, at least one user must have a Seller role. The Seller role allows vendors to see Bids, submit Quotes and receive Purchase Orders for fulfillment.

Screenshot

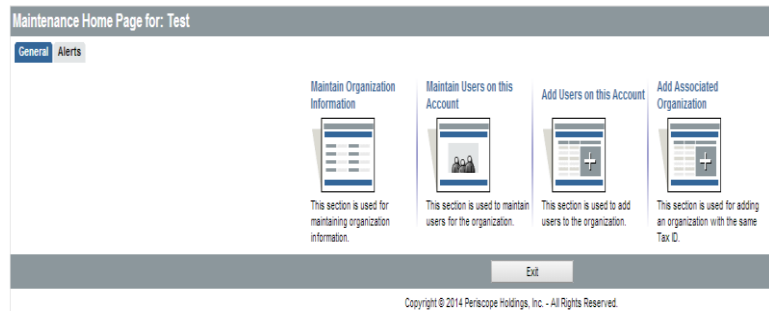


Directions

1. Launch the COMMBUYS website by entering the URL <https://www.commbuys.com/bsol/> into the Browser.

Login using your Login ID and password

2. This image displays the home page of a Seller Administrator, as the screen will open on the **Maintenance Home Page General** tab.



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Screenshot

Directions

- To update a user's profile, click on **Maintain Users on this Account**.


Maintenance Home Page for: Test

General Alerts




Maintain Organization Information

This section is used for maintaining organization information.




Maintain Users on this Account

This section is used to maintain users for the organization.



Add Users on this Account

This section is used to add users to the organization.



Add Associated Organization

This section is used for adding an organization with the same Tax ID.

Exit

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- To update a user's profile click the hyperlinked **Login ID**. If the organization has a large number of Users, filter by entering search criteria then click **Find it**.

User Maintenance for: TOMVendor21

Search Using: ALL of the criteria

Search Fields:

First Name: Last Name:

Login ID: Status:

User Role:

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10

Find It Clear Add User

Login ID	First Name	Last Name	Status	Role(s)
TOMVENDOR	Seller	Seller	Active	Seller Seller Administrator
TOMVENDOR21	George	Smith	Active	Seller Seller Administrator

Add User Exit

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- Make the updates to the user's profile.

Click **Save & Exit** to keep the changes to the users profile and return back to the **User Maintenance** search page.

User Maintenance: Seller Seller - TOMVendor21

Salutation:

First Name*: Last Name*:

Job Title*: Department:

Phone*: - Email*:

Login ID: TOMVENDOR Status*:

New Password*: Confirm Password*:

Login Question*: Login Answer*:

Roles

☒ Seller

☒ Seller Administrator ☐ Can Upload Contract

Save & Exit Save & Continue Reset Cancel & Exit

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Screenshot

User Maintenance for: TOMVendor21

Search Using: ALL of the criteria

Search Fields:

First Name Last Name

Login ID Status ▼

User Role ▼

Seller
Seller Administrator
Template Administrator

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 10

Find It Clear Add User

Login ID	First Name	Last Name	Status	Role(s)
TOMVENDOR	Seller	Seller	Active	Seller Seller Administrator
TOMVENDOR21	George	Smith	Active	Seller Seller Administrator

Add User Exit

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Directions

6. To add new users click the **Add User** at the bottom of the screen to add a new seller or seller administrator user.

New Vendor User for TOMVendor21

Salutation ▼

First Name*: Last Name*:

Job Title*: Department

Phone*: - Email*:

Login ID*: Status*: Active ▼

New Password*: Confirm Password*:

Login Question*: ▼ Login Answer*:

Roles

☐ Seller

☐ Seller Administrator ☐ Can Upload Contract

Save & Exit Reset Cancel & Exit

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7. Enter the following information:

- **First Name**
- **Last Name**
- **Job Title**
- **Phone**
- **Email**

All asterisked (*) information is required to save the user information.

Check the box next to the role(s) the user will have in COMMBUYS.

Click **Save & Exit**.

8. Another way to Add Users is Click the **Add Users on this Account** Icon on the User Maintenance Home Page.


This will open the **Add a new User** function seen in step7.

Add the new user data and click **Save & Exit**.

Maintenance Home Page for: Test


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